ROUTING AND RECORD SHEET

SUBJECT: (Optional)

Late Arrival

FROM:		EXTENSION	NO.	
EXA/DDA 7D24 Hqs			DDA 87-1623	STAT
			DATE 05 August 1987	STAT

TO: (Officer designation, room number, and building)	DATE		OFFICER'S INITIALS	COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)	
	RECEIVED	FORWARDED			
1. C/CSG/OIT 2D00 Hqs					STAT
2.				A late entry in response to the DDA's Reducing Bureaucracy memo is attached FYI. No action needed.	
3.					
4.					STAT
5.					
6.				Att: A/S	
7.					
8.					
9.					
10.					
11.					
12.					
13.					
14.					
15.					

STAT

REGISTRY
FILE:_____/—/

FORM 610 USE PREVIOUS EDITIONS
1-79

☆ U.S. Government Printing Office: 1985—494-834/49156

SUBJECT: Reducing Bureaucracy

1.   There is too much bureaucracy in purchasing computer
equipment. With four offices involved (the purchasing office, OS
for security approval, OL for procurement, and OIT for standards
and maintenance) and numerous documents to assemble (Requisition,
TRN, PC Plan, Request for Services, blueprints, etc.) it is
impossible to get timely delivery when going through regular
channels.

2.   The Terminal Request procedure needs to be overhauled.
The current two-month minimum delay (including survey) for service
is unacceptable. TRNs should be available on-line so that
everyone from the initiator to the contractor can see the status,
including all work orders associated with it.

3.   OP's method of notifying OMS of applicants who have been
cancelled out of processing is cumbersome and wasteful. OP uses
an online cancellation form for each person cancelled, and sends
it via AIM. This form is then printed out in OMS in the original
report format, one name per sheet. Actually, three pages are
generated for each name, because AIM treats each form as a
separate file, and the Xerox 2700 printer automatically prints a
first and last page for each file (this feature cannot be turned
off). When we asked OP if we could have a simple listing instead,
they said there was no way they could produce one with their
current procedures. Surely there is an alternative that can be
devised. If OMS could have an online file in lieu of hundreds of
pages of output, two-thirds of which are waste, it could serve
multiple uses in data base update and would eliminate a lot of
manual effort.

4.   OIT maintains, more or less, a data base which purports to
detail level of usage on interactive terminals. Such a data base,
if accurate, would be an extremely useful tool with which to
maximize terminal resources during this extended moratorium on new
COMTEN ports for the DA. However, in its present state the
reports generated from it are totally unreliable because of
incomplete, inaccurate, mislabeled and missing data. This is a
potentially valuable tool which OIT has allowed to remain in this
disgraceful state for too many years.